


MEDICINE IN KENYA: *Travel Planning Time Table*

Expected Dates of Travel: _____

	Due Date	Activity	Contact/Resource
	Orientation Days	Become familiar with <u>program goals and objectives</u>	Participant's responsibility
	AT LEAST 3 mos. Before departure	Faculty: contact Dunia Karama and Ron Pettigrew regarding IU House Availability	Participant's responsibility
	Faculty: 3 mos. before Residents: Before July 1, 2009	Complete documentation for <u>Visitor's Medical License</u> in Kenya (see page 32 in orientation materials)	Orientation Materials/ Program Assistant
	3 months prior departure date	Obtain <u>passport, visa</u> (see page in orientation materials), other travel documents	Orientation Materials
	3 months before	Obtain plane tickets Obtain ground transportation arrangements to Eldoret	Orientation Materials/Travel Agent Sally Ben-hameda
	2 months before departure date	Provide our office with your <u>travel itinerary</u>	Sally Ben-hameda
	1 month before departure date	Obtain appropriate immunizations and prophylaxis medications (usually mefloquine for Malaria)	Participant's responsibility (initial doses available from Dr. Charles Kelley)
	2 months before departure dates	Complete and sign <u>Guidelines for International Electives and Experiences</u> (see pg. 24), <u>Agreement and Release Form</u> (see pg. 38) and <u>Liability Waiver</u> (see pg. 36)	Sally Ben-hameda or Ron Pettigrew
	2 months before departure	Complete and send in copy of <u>Emergency Contacts</u> (see page 34)	Sally Ben-hameda or Ron Pettigrew
	2 months before departure date	Obtain insurance/ provide verification (copy of policy or policy number)	
	1 month before	Contact Kenya Program Administrator in Kenya about Nairobi to Eldoret travel	Dunia Karama and (Sally Ben-hameda or Ron Pettigrew)
	Residents and Students: 2 weeks before	Make appointment for debriefing session with Bob Einterz and Ron Pettigrew upon your return. Call Sally @ 630-6770 to set up this appointment.	Sally Ben-hameda
	2 weeks before	Prepay housing costs Make checks payable to "IIGH, Inc."	Ron Pettigrew
	2 weeks after return	Submit electronic paper on Kenya experiences (students only)	Ron Pettigrew